



400 YEARS OF EXCELLENCE

Feedback and Marking

Assessment and feedback are essential for students to learn and make progress. At Richard Hale, teachers use a range of Assessment for Learning (AfL) techniques to accomplish this during lessons, which include questioning, peer and self-assessment, the modelling of answers and verbal feedback.

Teachers will also mark and provide meaningful, high quality written feedback on student work at least twice per half-term. Feedback will inform the student of what they have achieved in the piece of work, and provide advice on what their next steps should be to improve and make further progress. Time will then be given for the student to reflect on and respond to the feedback, allowing them to 'close the gap' between their current and future attainment. Grades will be assigned to assessed work at least once per half-term.

To support students' progress we advise parents to look regularly at their child's exercise books or folders and talk to them about their work and the next steps teachers have given them to further their learning. For example, asking a student to explain how they will act upon their teachers' advice in the future will help them to focus on this in their next piece of work.

The minimum frequencies at which students will be given homework, written feedback and assessment grades are stated in Table 1 below. Table 2 gives the literacy code teachers use when marking work. More information is provided in the Teaching and Learning Policy.

Table 1: Frequency of Homework, Teacher Feedback and Assessment

Subject	Homework	Written Teacher Feedback	Assessment
Key Stage 3			
English Maths MFL	Set once a week Takes 30-45 minutes	At least twice per half-term RHS feedback stamper with student response	GCSE number grade at least once per half-term
Other subjects	Set once every two weeks Takes 30-45 minutes	At least twice per half-term RHS feedback stamper with student response	GCSE number grade at least once per half-term NB practical subjects at least once per term
Drama Computer Science RE	Set occasionally May take longer to complete	At least once per half-term RHS feedback stamper with student response	GCSE number grade at least once per term
Key Stage 4			
All subjects	Set once a week Takes 45-60 minutes	At least twice per half-term RHS feedback stamper with student response	GCSE number grade at least once per half-term
Key Stage 5			
All subjects	At least 1 hour per lesson taught	At least twice per half-term (per teacher) RHS feedback stamper with student response	A-Level or BTEC grade at least once per half-term

Table 2: Literacy Marking Code

	Code in the margin	Symbol in the work
New paragraph needed	np	//
Capital letter or punctuation error	p	○
Spelling error	sp	—
Poor written expression or incomplete sentence		~~~~~
Particularly good word or written expression		✓✓
Word missing		^